

**S.D.E.**  
**M.B.A. (IT) SEM – I (2010 COURSE) 3 YEAR COURSE) :**  
**SUMMER - 2018**  
**SUBJECT: OFFICE AUTOMATION**

Day: **Wednesday**  
Date: **30/05/2018**

**S-2018-4533**

Time: **10.00 A.M. TO 1.00 P.M.**  
Max. Marks: 70

**N.B.:**

- 1) Attempt Any **FOUR** questions from Section - I and any **TWO** question from Section - II.
- 2) Figures to the **RIGHT** indicate full marks.
- 3) Answers to both the sections should be written in the **SEPARATE** answer books

**SECTION-I**

- Q.1** What is Network? Explain the different types of network. (10)
- Q.2** Describe the features of MS-EXCEL. Explain sorting with the help of example. (10)
- Q.3** What is DOS? Explain any five DOS commands. (10)
- Q.4** a) What is the role of disk manager? (05)  
b) Briefly state the steps involved in the installation of DOS. (05)
- Q.5** Write short notes on ( Any **TWO**): (10)  
a) Features of Windows operating system  
b) Formatting floppy disk  
c) Spell check in MS- WORD

**SECTION-II**

- Q.6** Write the steps to perform following tasks in power point (15)  
a) Apply custom animation to text  
b) Insert clip art on the slid master  
c) Change the font and the font colour to emphasize on word on a slide.
- Q.7** a) Distinguish between: (10)  
a) Word pad and notepad                      b) Unix and DOS  
b) Briefly explain various tools used in paint. (05)
- Q.8** a) Explain various tool bars in MS- WORD. (10)  
b) What is meant by cell range and cell reference in MS-EXCEL? (05)

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